



## Library Branch Manager

**Department:** Library

**Class Code:** 6122

**EEO Code:** 22

**FLSA:** E

**Effective:** 15/03/1991

---

### **GENERAL STATEMENT OF DUTIES:**

Under general direction; performs work of considerable difficulty supervising and directing the activities of a branch; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Manages, supervises and participates in all daily service and support operations within a branch, including reference, readers' advisory and collection development;  
Plans and coordinates programs for both adults and juveniles;  
Recommends selection, dismissal and promotion of employees;  
Trains, supervises and evaluates staff;  
Relates branch services to the needs of the community;  
Instructs patrons in library use and assists them in the selection of materials;  
Participates in system materials selection process;  
Plans and develops public relations programs;  
Studies and researches alternative possibilities for service delivery and operations management improvement;  
Prepares statistical reports and proposals;  
Prepares branch budget recommendations;  
Ensures that building and grounds are properly maintained;  
Forms and maintains working relationships with Branch Friends of the Library and other community organizations;  
Serves on staff committees as appropriate;  
Recruits, trains and supervises volunteers;

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of general management theories and principles of library science; of budget preparation and execution; of personnel management. Considerable knowledge of books and authors and of program planning and execution. Considerable skill in supervising a branch library operation and in communicating library resources to the public; working skill in operating common library machines.:  
Good knowledge of general management theories and principles of library science; of budget preparation and execution; of personnel management. Considerable knowledge of books and authors and of program planning and execution. Considerable skill in supervising a branch library operation and in communicating library resources to the public; working skill in operating common library machines.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a master's degree in library science and three (3) years experience in a medium to large size public library, including one (1) year in a supervisory role; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Certification by the State of Virginia.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
---